

The Webster Housing Authority held its regular monthly meeting on Monday April 26, 2021 in the community building at 10 Golden Heights, Webster. The meeting was called to order at 531pm and Chairman announced the meeting was being recorded through the GotoMeeting app

- I. Roll Call: David DuPont, Peter Luchina, Douglas Babcock, James Avery and William Herra were present, along with Paula Mayville Executive Director. Frank Stefanik, Laurie Herra and Rhea Parker attended virtually.
- II. Minutes: Douglas Babcock made a motion to accept the minutes from Aug 23, 2021 as presented; seconded by David DuPont, all members in favor. James Avery made a motion to accept the minutes from a special meeting held on Sept 20, 2021; seconded by David DuPont, all members were in favor
- III. Executive Director's Report

Budget guidelines: Paula provided newly published DHCD budget guidelines highlighting a 4% increase in Annual, additional funding for heat pump maintenance. Draft Memorandum of Understanding with and Budget from GHTO was provided for review in compliance with DHCD's Tenant Participation regulation. James Avery made a motion to form a subcommittee with board members to review and negotiate this document, given its importance, and volunteered to sit. Motion seconded by Douglas Babcock, all in favor. Douglas Babcock made a motion that James Avery and Peter Luchina serve on committee; motion seconded by David DuPont and all members were in favor. Executive Director will arrange next joint meeting.

Modernization updates: Paula reported that Ponch did excellent work and was wrapping up the excavation and sidewalk repair project at GH1 and close out documents would be available for next meeting.

Accessible shower conversion was nearing completion after a number of difficulties presented by contractor. Although the bid was about half the expected cost, the WHA maintenance crew had to step in at various points of the project to reach final completion.

Camera updates at GH1 are completed by Spy Systems; moving onto office phones/answering system.

DHCD has agreed to and funded further investigation of hurdles to heat pump installation at second island including abatement testing, design and protection of outdoor units. Approval for DHCDs Work Order covering this additional investigation appears under Unfinished Business. Updated from last meeting FRG Contracting has moved their September start date to October.

Board discussed the multiple delays to starting this project along with inconveniences of upcoming cold weather. xxxxxxx

IV. Report of Tenants Organization Rhea Parker provided updates on GHTO recent and future activities including meetings, movie nights and presentations.

V. New Business

1. Smoking Area requesting reconsideration of on-site smoking areas was presented with packets with both smoker and non smoker signatures. Joyce Newell planned to attend virtually and speak further on the request. xxxxxx
2. Amendment 12 for state modernization financial assistance: Douglas Babcock made a motion to approve this amendment #12 to the Contract for Financial Assistance in the amount of \$237,500 and authorize the Chairman to sign for the WHA. Peter Luchina seconded the motion and all members were in favor.
3. Executive Director contract: Paula provided DHCD's updated contract template renewal effective January 1, 2021 alongside the previously approved contract from 2018 to indicate no changes were made. William Herra made motion to approve the contract as presented, requesting hard copies for signature at next meeting. Motion seconded by Douglas Babcock; all members in favor.

VI. Unfinished Business

1. Reasonable Accom policy vote was tabled until the next meeting since the copies in board packets were not the "marked up" copies indicating changes to the template suggested by Karen Ahlers.
2. Strengthen covid precautionsxxxxxxxxxxxxxxxxxxxxxx
3. Annual Plan public hearing was held September 20 and though no public comment was received, the GHTO is required to provide a comment letter for WHA to upload with the 2022 plan itself to DHCD. Peter Luchina made a motion to approve the plan as presented for submittal to DHCD. Motion was seconded by Douglas Babcock and all members were in favor by roll call vote.
4. Work order for heat pump options at 2nd Island: Douglas Babcock made a motion to approve Work Order Scope of Services proposed by DHCD for \$167,200 for Project 323078. Motion seconded by Peter Luchina, all members were in favor.

VII. Other Business Unknown at time of posting

- VIII. Bills were reviewed and checks signed at beginning of meeting
- IX. Douglas Babcock made a motion to adjourn at 643 pm with the next meeting scheduled for Monday Oct 25, 2021 at 530 pm. Motion seconded by James Avery and all members were in favor.